

## Task Code 113: MEETING PROCEDURES

### PURPOSE

To facilitate efficient and effective meetings with Applicants.

### OUTLINE OF PRIMARY STEPS

Completed by Project Manager

#### Meeting Preparation

- Determine Scope and Need for the Meeting – Staff initiated Applicant Contact meetings, and Applicant Requested meetings
- Find out if Attorneys will be present at the meeting. County Counsel attendance is required for meetings involving legal issues, if the Applicant's counsel will be present
- Identify meeting lead staff person
- Identify meeting purpose and create an Agenda
- Verify number and level of Internal Attendees
- Schedule the meeting

#### Conducting the Meeting

- Bring the Agenda and the Project Planning Meeting Record to the meeting.
- Start meetings on time, stay focused on issues/agenda
- Call in staff to meeting/release staff during the course of the meeting
- Document the Decisions/Determinations – summarize the Decisions/Responsibilities at the end of the meeting and provide copies of the Meeting Record form

#### Follow-Up

- Document the meeting results. Follow up with the applicants.